

## IDAHO MILITARY DIVISION STATE EMPLOYEE WORK, TELECOMMUTING, LEAVE, AND TRAVEL GUIDANCE

(as of March 19, 2020; recent changes are noted in blue)

On March 13, 2020, Governor Brad Little proclaimed a state of emergency in response to the 2019 Novel Coronavirus (COVID-19). This guidance is applicable to all **state employees** in the Idaho Military Division. This guidance expires when the state of emergency is no longer in affect. Approval for this guidance is delegated down to the Assistant Adjutant General Army, Assistant Adjutant General Air, Director Idaho Office of Emergency Management, Director of Human Resources, Director Idaho Youth ChalleNGe, and the Adjutant General's Executive Officer. This guidance may be delegated down further by the agency leaders listed above, as appropriate.

### **Work:**

All employees should use their best judgment to stay home if they feel ill in general.

A supervisor should not prohibit any employee from reporting to work unless a public health official, medical provider, or other regulatory entity has determined their presence in the workplace poses a risk of infection to others.

If a symptomatic employee reports to work, the supervisor should counsel and encourage the employee to go home.

If employee refuses to go home, the supervisor should contact the Human Resources Office State Personnel Branch (HRO-SPB). The HRO-SPB will coordinate a medical professional to evaluate the medical condition and make a determination regarding whether or not it's in the agency's interest to have the individual in the workplace. If not, leave will be enforced.

### **Telecommuting:**

Telecommuting is an option but must be approved by the delegated authority identified above [or as specified in forthcoming agency telework policy/guidance](#). Agency leaders must have a written understanding by the employee's supervisor detailing the work to be performed. Agency leaders must provide HRO-SPB a list of anyone telecommuting.

If approved, telework performed will be coded on the state employee timesheet using I-Time Code: CVR.

When children or other persons requiring care and/or supervision are present, a telecommuting employee is expected to account for work and non-work hours and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (i.e., to care for children or sick family members).

## Leave:

### Use of Accrued Leave / Sick Leave Policy Exception

If an employee chooses to self-monitor or stay home due to potential exposure in accordance with CDC guidance or because of school or daycare closures, the employee must first request to telecommute. If telecommuting is not available, the employee may use any available accrued leave balances including sick, vacation, compensatory time, on-call earned, and regular hours held (codes: SIC, VAC, CPT, OCE and RHH). **Use of sick (SIC) leave under these circumstances is authorized by temporary policy exception. Under normal circumstances, employees may only use sick leave in cases of actual illness (self or family member).**

### Advanced Sick Leave for COVID-19 (CVS):

Advanced Sick Leave is a new leave option specifically authorized for COVID-19. It is available to benefited and non-benefited state employees and provides an advance of up to 80 hours of sick leave. Benefited employees are required to repay their sick leave balance with future accruals. Non-benefited employees are not required to repay Advanced Sick Leave with future accruals unless they become benefit-eligible within 6-months of utilizing Advanced Sick Leave.

Employees are eligible to use Advanced Sick Leave (I-Time Code: CVS) related to COVID-19 when the following conditions are met:

- The employee has exhausted accrued sick, compensatory time, on-call earned and regular hours held leave balances (exhaustion of vacation leave is not required); **AND**,
- The employee is unable to telecommute; **AND**,
- The employee or the employee's family member requiring the employee's care chooses to stay home to self-monitor due to potential exposure in accordance with CDC guidance or because the employee's minor age children's school or day care has been closed due to COVID-19 precautionary measures; **OR**,
- The employee or the employee's family member is required by a public health official to self-isolate due to risk of having been exposed to COVID-19; **OR**,
- An employee received a positive COVID-19 test.

The employee must provide documentation from a public health official that they or a family member are required to self-isolate due to risk of having been exposed to COVID-19; **OR**, documentation from their children's school or day care regarding the closure. The employee must sign an Advanced Sick Leave repayment acknowledgement and agreement.

## **Paid Administrative Leave for COVID-19 (CVT):**

Agencies may authorize up to 80 hours of paid administrative leave for COVID-19 (I-Time Code: CVT) when the following conditions are met:

- An employee exhausts ALL of their accrued leave balances, including vacation, AND their 80 hours of Advanced Sick Leave; **AND**,
- The employee or their family member is subject to self-isolation under the direction of public health authorities due to risk of having been exposed to COVID-19 or has received a positive COVID-19 test. Proof from a public health official or health care professional must be provided to HRO-SPB within five (5) business days of beginning CVT; OR,
- The employee is not allowed to work due to infection control procedures set by a public health official or regulatory entity, **AND** is unable to work in a different capacity within the agency and/or telecommute (employees do not need to exhaust leave balances in this situation).

Supervisors may not place an employee on CVT without first coordinating with HRO-SPB.

## **Travel Guidance**

Limit non-essential business travel. Essential travel is determined by the delegated authority above. When determining what is or is not essential travel, several factors should be considered, but not limited to:

- What is the destination?
- What is the mode of travel and does it involve movement through impacted areas?
- What is the mission and does it take the person into a higher exposure situation (i.e. large conference)?
- Are there alternative methods that can still accomplish the mission (video conference, remote access, etc.)?

Please visit <https://www.cdc.gov/> for additional information on travel considerations.

## **General Considerations:**

Idaho Military Division/Idaho National Guard senior leadership is taking all of the following additional mitigating factors into consideration. As the COVID-19 situation continues to develop, additional information will be distributed.

- Ensure the contact information for employees is assembled and up to date.

- Determine whether alternative work schedules are applicable, and how best to utilize the variety of types of schedules available to continue operations.

**Additional Guidance and Resources:**

Governor's Office Guidance Documents

[Idaho Adopts Latest Federal Guidance, Press Release – March 18, 2020](#)

[Governor's Opinion – March 17, 2020](#)

[Additional Press Releases](#)

Additional Resources

[Official State of Idaho Novel Coronavirus Website](#)

[CDC Risk Assessment Guidance](#)

[CDC Risk Assessment Decision Making Model](#)

[CDC "Stop the Spread of Germs" Poster](#)

[MD Live Telehealth Access for State Employees](#)

[EAP Guidance Resources for State Employees](#)

[EAP Guidance Resources via Mobile App for State Employees](#)

Point of Contact for this guidance is Paula Edmiston, IMD Human Resource Manager, 208-801-4270, [pedmiston@imd.idaho.gov](mailto:pedmiston@imd.idaho.gov) or [paula.r.edmiston.nfg@mail.mil](mailto:paula.r.edmiston.nfg@mail.mil).